



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Human Resources Division of Administration Agency-Wide 47 Trinity Avenue Atlanta, Georgia 30334	Application Number 77-170	
Application Number		Date Received MAR - 3 1977	Date Completed MAR 11 1977
2. Person to Contact		Working Title	Telephone Number
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____		5. Records Series Title (followed by title used in office; if different) (Semi-monthly salary totals-PAC's-1047) SEMI-MONTHLY SALARY REPORT FILE AGENCY-WIDE COMMON SCHEDULE	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Accounting and Control Systems (PACS) is a uniform and standardized personnel and payroll computer application system. It is designed to expedite the processing of payroll data and to provide comprehensive reporting capabilities of personnel information. PACS produces numerous reports to meet Federal, State, and local government requirements. These reports are designed to provide an audit trail and are maintained in agencies using PACS. Usually this documentation is found in the Fiscal and/or Personnel Offices.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining semi-monthly payroll listings. Included are: Computer listings identifying employee, social security number, semi-monthly wages and related information. File is arranged: Chronologically by pay period; thereunder by organizational unit			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Information stored on computer tapes maintained by DOAS.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in current files area until receipt of updated printout; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ronald Green</i>	3-9-77		

State Records Committee (Signature)	Date
State Auditor/Designee <i>[Signature]</i>	3-9-77
Secretary of State/Designee <i>Carroll Hart</i>	3-8-77
Attorney General/Designee <i>[Signature]</i>	3-10-77

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)